

DDA 74-5016

RECORDED FOR: Administrative Officer, ADI  
Executive Officer to the DD/A  
~~Special Support Assistant to the DD/A~~  
Chief, Management Staff, DS/I  
Chief, Administrative Support Staff, DS/SAT

SUBJECT : Executive Furnishings

1. As you may know, the other Deputy Directors and I recently discussed the soaring inflationary costs of Agency equipment and furnishings, especially executive furniture. Last year about 71% of all money spent on Agency furniture and filing equipment was for executive furniture; this fiscal year already 41% of that allotted for executive furniture has been obligated. It is obvious this trend cannot continue unabated.

2. We have, therefore, established a moratorium on the purchase and issuance of executive furniture, effective immediately. Those requisitions for executive furniture now in process which are the result of increases in personnel or re-organizations will be honored; otherwise, remaining funds in the sub-allotment will be used for fully justified exceptions and for the improvement of work areas below the "executive" level. Requests for exceptions based on special or unique circumstances should be fully explained and addressed to the Director of Logistics.

3. We regret this action was found to be necessary. I solicit your assistance in helping to make it work.

John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

cc: Director of Logistics